

**ETS / RETIREMENT DATA COLLECTION WORKSHEET**TODAY'S DATE: \_\_\_\_\_  
YY/MM/DDNAME: \_\_\_\_\_ RANK: \_\_\_\_\_ SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Last / First / Middle E/O

DUTY PHONE: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_ CELL/PAGER \_\_\_\_\_

UNIT OF ASSIGNMENT: \_\_\_\_\_

PTDY START: \_\_\_\_\_ TRANSITION LEAVE START: \_\_\_\_\_ ETS/RET DATE: \_\_\_\_\_  
(enter TBD (to be determined) if you cannot compute leave or don't know your ETS date)MAILING ADDRESS AFTER SEPARATION: \_\_\_\_\_  
\_\_\_\_\_

PHONE AFTER SEPARATION: \_\_\_\_\_

NAME AND ADDRESS OF A BLOOD RELATIVE: \_\_\_\_\_  
\_\_\_\_\_**Officer: If you are leaving the Army and NOT retiring, please answer the following questions. We cannot produce your order without this information.**

What is your Home of Record (city and state)? \_\_\_\_\_

What is your EAD (place you entered active duty) City and State? \_\_\_\_\_

**CIRCLE THE CHAPTER ACTION YOU ARE LEAVING THE SERVICE UNDER****4 (normal ETS) 5 6 7 8 9 10 11 12 (retirement) 13 14 15 16 18****RCP MEDICAL RESIGNATION VSI SSB NON-SELECT****You are: Permanent Party or Student****RETIREMENTS ONLY:****IF YOU WANT YOUR SPOUSE TO RECEIVE A CERTIFICATE OF APPRECIATION PLEASE ENTER THE NAME AS IT WILL APPEAR ON THE CERTIFICATE.**

\_\_\_\_\_

**CIRCLE: DO/DO NOT****I DO DO NOT AUTHORIZE THE TRANSITION POINT TO RELEASE MY ETS DATE AND OR ADDRESS TO RANDOM CALLERS.**\_\_\_\_\_  
**SIGNATURE****Student Processing: Drill Sergeant Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_